

It was found that the major bulk of records of continuing value consist of:

1. Personnel Folders

These folders are maintained in four divisions of the Personnel Office namely:

Personnel Division-Overt
Personnel Division-Covert
Military Personnel Division
Personnel Procurement Division *No.*

These official personnel folders document employment histories of:

Civilians
Commissioned and enlisted personnel of the Army, Air Force, Navy and Marine Corps serving as employees of the Agency
Active and Inactive Consultants
Staff Agents
Applicants in the process of coming on duty, deferred or personnel transferred to other agencies.
Personnel involuntarily or voluntarily separated from the Agency.

There are approximately 649.6 linear feet of folders pertaining to active personnel and 125 linear feet of folders of inactive personnel. The folders consist of two types of material:

1. The right side or the permanent documents. On coming into the Agency from other departments of the Government this is the portion which will have travelled with the employee throughout his entire Federal career and consists of papers which give legal force and effect to appointments and all other personnel transactions which reflect job performance on a minimum data scale. If employee is outgoing from Agency to another department however, all Agency material is screened and removed from folder and withheld in the Agency. On the other hand an employee transferred from Covert to Overt in the Agency has a "sterilized" file transferred showing only the overall dates of his service.
2. The left side or the temporary records. These consist of those personnel records relating to the employee which are temporary in nature and subordinate to the permanent papers in the folder.

It was found that the filing systems were uniform throughout the four divisions i.e. the folders were alphabetically arranged by names and then chronologically therein. Much improvement can be effected with the screening of duplicate material, the segregating and retirement to the Records Center, 2501 H St. NW., of those folders belonging to separated personnel and the setting up of a regular schedule for retirement. It is recommended that in all cases of separated personnel the records be cut off annually and the folders retired to the Record Center. Of course we are aware of the fact that only a small portion of the folder material of the military personnel will be retained in the Agency. The Service Record Card SF #7 of former employee should be retained for a period in the office of separation of the employee. It should contain all of the salient facts concerning his service and necessitate reference to his folder only in unusual circumstances.

In Covert Division there exists a backlog of unfiled material some of which dates from 1948 consisting of:

- CSC Form 51- Report of Efficiency Rating
 - Form 51-16 Training Evaluation (Confidential)
 - Form 51-53 Status & Efficiency Report (Confidential)
 - Form 51-86 Training Evaluation-Operations Training
 - Form 51-89 Training Evaluation
 - Form 51-114 Training Evaluation
 - Form 37-1 Confidential Funds Personnel Actions
 - Overseas Travel Orders, Cables, Air Pouches, Material from the State Department. No particular order. Dating from 1948 to present.
- There are 28.5 linear feet of loose records and another 4 linear feet of field folders. The latter must be checked against the contents of the folders of separated personnel and duplicate material destroyed. It is recommended that additional personnel be furnished to dispense this backlog and that the same personnel be trained for screening and segregating when the first task is completed.

2. Service Record Cards SF #7

These are official summaries of the salient facts of employment histories that are maintained by personnel offices to obviate frequent reference to official folders and to be used as the official record in lieu of lost folders. The cards serve as a central personnel office records of all aspects of personnel administration and have continuous significance as a concise reference source after transfer or separation of the employee. The record will be retained as a permanent record when it can be determined that there is no other record of service within the Agency. In this same category are OSS Locator Cards (5 x 8) and Personal Service Contracts Form 37-53.

II. RECORDS OF TEMPORARY VALUE

1. Applicant Files

In Transactions and Records Branch, Personnel Division-Overt, there are 616 linear feet of inactive files arranged in six separate alphabetical breakdowns and 120 linear feet of Security Approvals of deferred and non-deferred personnel. It is recommended that the first group be screened for elimination of duplicate and non-record material. It was noted that in many instances there were three identical Personal History Statements Form 38-1. Information and Security maintains a copy in practically every case. It is further recommended that they be consolidated into one alphabetical breakdown and then retired to the Records Center, where they will be serviced if the occasion demands. These folders have been the topic of much discussion as to whether they can be destroyed after sufficient time lapse since in other departments of the Government they are considered a temporary record. The chief argument against their destruction seems to be that they may contain vital information first involving personnel with qualifications which the Agency may be able to use at a future date and secondly that in those cases where upon security check they have been turned down, Information and Security may wish to check, as soon as time permits, the

names of those persons within the Agency who may have recommended them.

In considering the first category of personnel, it might be^a feasible project to segregate all of these folders, prepare code sheets for all not already coded for the Machine Records Unit and have them in return prepare a punch card in order that prompt service can be rendered in locating a file in the case of an emergency.

NOTE: In the event personnel is not available for the screening of these folders it is believed that arrangements can be made whereby the work may be accomplished at the Records Center. An estimate of the reduction in volume is one third of their present bulk.

2. Reference Material consisting of 252.8 linear feet located in practically every office of the Agency. It is divided as follows:

Personnel Division--Overt	25.7
Personnel Division--Covert	20.6
Military Personnel Division	62.4
Personnel Procurement	28.6
Classification and Wage	115.5

This material should be destroyed when superseded, declared obsolete or no longer needed for reference material. It is believed that this material can be reduced at least 5% in volume and it is recommended that each office examine theirs and dispose of as directed above.